

Visual Basic® for Applications 2016 Introduction

Visual Basic for Applications (VBA) is the programming language, or code, used to automate tasks in Microsoft Office applications. You can manually compose your own VBA code or have it created for you by recording actions in either case, the code is played back to repeat tasks which, when strung together, automate an entire procedure.

Showing the Developer Tab

Always display the DEVELOPER tab as it provides quick access to macros, VBA code and related security settings.

1. Choose **FILE > OPTIONS > then CUSTOMIZE > RIBBONS**.
2. [Click] the DEVELOPER checkbox in the right side of the CUSTOMIZE THE RIBBONS column and [Click] OK.

Setting Macro Security

1. Choose **DEVELOPER > Macro Security**.
2. Choose one of the MACRO SETTINGS, then [Click] OK. Tip: Use the Enable All Macros option when working on your own code.

Organizing VBA Projects

The VBA Editor, contained within each Office application, is used to create and organize VBA code. Its left-side Project Explorer pane lists, in tree style view, a Project, representing the open Office file, plus associated Object or Module folders.

- The Objects folder lists an open file's documents, Microsoft Word Objects.
- The Modules folder lists modules, filled with user created VBA code.
- The code is displayed in a larger pane to the right.
- Code created for a document only applies to that document, while module code applies to any document in the project.

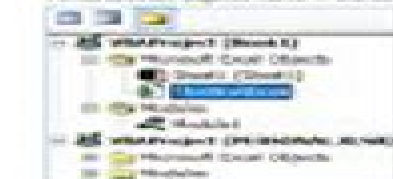
1. Press <Alt-F11> or choose **DEVELOPER, VISUAL BASIC**.
2. Open the left-side Project Explorer pane. If necessary, use **VBA, PROJECT EXPLORER** or <Ctrl-R>.

Opening or Creating Code Windows

1. [Double Click] any Project Explorer item to open its code window. If necessary, first open its containing folder by [Clicking] the folder's "+".
2. [Right Click] any Project Explorer item and choose **INSERT, MODULE** to create a new module.

Project Explorer's tree view is different for each Office application. For example, PowerPoint has no Objects folder, while Excel has a separate object for each worksheet. The naming convention is:

- **Excel:** Project name = Workbook name or Personal.xlsb, Object name = Worksheet name.



- **Word:** Project name = Document name or Normal, Object name = TheDocument.
- **Access:** Project name = Database file name, Object name = Name of form or report.
- **PowerPoint:** Project name = PowerPoint file name.
- **Modules:** and module windows are named Module1 (2, 3, ...)

Deleting a Code Window

1. [Right Click] an object or module name in Project Explorer and select **REMOVE (window name)**...
2. [Click] NO from the pop-up message unless you want to export the code for safekeeping.

Creating VBA Code

1. Open an existing code window or add a new module.
2. Position the cursor at the code insertion point, if necessary, and choose **INSERT, PROCEDURE**.
 - a. Enter a NAME (see Code Name Rules).
 - b. Select SUB to automate tasks with a Subroutine, or FUNCTION to perform customized calculations.
 - c. Select PUBLIC to make your code globally available to any subroutine. PRIVATE will restrict its use to the subroutine being created or modified.
 - d. Select "All local variables as Static" to retain the value of the procedure's variables after code execution ends (e.g., done a running total).
 - e. [Click] OK.
3. Enter your code in an organized way (see Organizing Code).
4. Choose **FILE, SAVE** (see Saving Code).

Tip: Save time writing code in Excel or Word by recording actions in a Macro, then copying the recorded code to your module.

Running VBA Code

Manually

1. Choose **DEVELOPER, MACROS**.
2. [Click] the subroutine name in the MACROS IN THIS LIST. If the list is too long, restrict it to a specific location from the MACROS IN LIST.
3. [Click] one of action buttons on the right side: **Run** - Runs the code to completion.
STEP INTO - Runs one code line at a time to help you catch errors. For details, see [Troubleshooting](#).
EDIT - Displays the window code.
DELETE - Deletes the subroutine.
OPTIONS - Useful for creating a keyboard shortcut to run the subroutine.

Automatically

VBA subroutines can be triggered by events, but by other subroutines, or start when an Office program starts.

- See [Understanding the VBA Language, Using Code Window Lists and Useful Code Events](#) for examples of event triggering.
- Add the code <Ctrl> <Open> (or <document> <open>) to run a subroutine from within another subroutine.
- To automatically run code upon opening a document or workbook, create a subroutine called **Document_Open()** in Word's TheDocument code window or a subroutine called **Workbook_Open()** in Excel's TheWorkbook code window. Tip: To run a subroutine automatically when an Access database opens, see the steps listed in [http://www.cse.wisc.edu/~dennis/vba.htm](#).

Saving Code

Code can only be saved by saving the Office file it is stored in. Default file types for Excel, Word or PowerPoint ("*.xls", "*.docx", "*.pptx") cannot contain macros. Rename to these programs.

1. Choose **FILE, SAVE** or press <Ctrl-S>.
2. If a "macro free" warning message pops up, [Click] NO.
3. Change FILE TYPE to **MACRO ENABLED ("*.xls", "*.docx", "*.pptx")**.
4. Choose a location, specify a FILE NAME, then [Click] SAVE.

Saving Global Macros

Macros, recorded in Excel or Word can be used to be available only to the current workbook/document, or globally for all workbooks or documents. To save a recorded macro globally choose the following from the STORE MACRO IN drop list in the RECORD MACRO dialog box:

- In Excel, choose **PERSONAL, MACRO WORKBOOK**.
- In Word, don't change the default **ALL DOCUMENTS, NORMAL.DOTM** choice.
- VBA code can also be saved globally if it is manually created under the **NORMAL** project in Word or the **PERSONAL.VBA** project in Excel.

Code Name Rules

- Code names must begin with a letter.
- Subsequent characters should only be letters, numbers, or underscore characters.
- Good practice makes names shorter than 25 characters and substitutes underscores for spaces.
- Avoid names that are the same as cell references in Excel or restricted VBA keywords such as ISAMOUNT.

VBA Editor Tips

- The Project Explorer pane is best used to navigate between code windows.
- Use the code window's Procedure drop list (see [Navigating Code Window Lists](#)) to navigate between subroutines in a long code window.
- [Click] the Project Explorer folder icon () at the top of its pane to toggle between a grouped list (Folder) and a straight list. Making this change in any one Office application will affect all Office applications.
- To maximize the code window, close all other windows and panes.
- To directly edit a name in Excel or Word, press <Alt-F11>, select the macro name, then [Click] EDIT.
- Press <Alt-Q> to close the VBA Editor and return to its Office application.

Using Code Window Lists

Object List	Procedure List

The Object and Procedure drop lists at the top of any code window. They can be used to navigate between subroutines or create event-triggered code.

1. Select an appropriate item from the Object drop list.
2. Then select an appropriate item from the Procedure drop list.
3. Write code into the newly created subroutine. For example, a subroutine can be created to validate Access form data, with entered entries reported, before the form is saved. Select the **BEFORECLOSE** event from the PROCEDURE list at the top of the form's code window. A new subroutine is automatically created called **Sub Form1_BeforeClose (Cancel As Integer), Insert validation code and it will run just before the form's contents are saved.**

Navigating Code Window Lists

Object List Items

- GENERAL:** Displays all existing subroutine and function procedures.
- WORKSHEET or WORKBOOK:** Displays code for the selected Excel worksheet or workbook.
- DOCUMENT:** Displays code for a selected Word document.
- [Name of Control]:** Displays code for the Access object or sub-object within the selected form or report.

Procedure List Items

- DECLARATIONS:** To jump to a code window's Declarations area above the first procedure.
- [Event Name]:** To create a procedure or to display code that acts on the selected object.
- [Procedure Name]:** To navigate to an existing procedure within a code window.

Useful Keyboard Shortcuts

- Shift + F10:** Hold this key down while opening an Office application and its AutoOpen code will be bypassed.
- Ctrl-Break:** Stops running code. This key combination is particularly useful in halting infinite loops.
- Shift-F2:** Displays the VBA Editor Object Browser definition of an object, method, or property selected in a code window.
- Alt-F8:** Display a list of macros in Excel or Word.

Vba Guide Reflections

Michael Rajnik



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Journey Records Luis Alejandro Hernández Ríos,2025-04-12 This book is a compilation of materials from various sources about Vicente Beltr n Anglada s VBA journey to the Fourth World Conference of the Society of Friends held from July 24 to August 3 1967 in Greensboro North Carolina USA These sources include 1 the correspondence VBA sent to Leonor Tom s Vives during his trip to the United States 2 passages detailing some of VBA s psychic experiences during the journey and 3 recollections of his spiritual encounters with disciples from certain ashrams of the Spiritual Hierarchy including the Ashram of a European Master in which he is an accepted disciple as well as the Ashram of Master Morya responsible for world affairs under the direction of the Manu These Journey Records provide insight into the significance of this journey for VBA s future Ashramic work in Spain and South America

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Professional Excel Development Rob Bovey,2009 The definitive guide to developing applications with Microsoft Excel this book is written by four authors who are Excel MVPs and run their own companies developing Excel based applications

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Each chapter ends with a summary of best practices advocated by the author and the first few chapters of the book are ideal as training materials for end users. Later chapters give developers and administrators tools not only to keep company sites running smoothly but also to customize and extend them. The book also contains several appendices with a glossary of terms and hard to find information. Essential SharePoint 2007 is a one stop task oriented guide for learning what's necessary to make this tool a vital part of team productivity.

ArcGIS 9, 2005 This book provides a general overview of building and deploying sophisticated custom applications and solutions using ArcGIS Server. ArcGIS Server is a platform for building enterprise GIS applications that are centrally managed, support multiple users, include advanced GIS functionality, and are built using industry standards. ArcGIS Server provides the framework for developers to create focused GIS Web applications and services that can be utilized by clients including browser based applications, ArcGIS Engine applications, and ArcGIS Desktop products: ArcInfo, ArcEditor, and ArcView. The entire ArcGIS system is built with and extended by software components called ArcObjects which are at the core of all ArcGIS products. Server administrators who manage an ArcGIS Server system will find this volume useful. The book also includes several scenarios illustrating different types of applications that can be developed using ArcGIS Server.

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sheets ... Mullard, 1987, Book 2, en, 372 pages. Mullard · Technical Handbook - Maintenance ... 68 pages. Osram · Every Radio-Man's Pocket Reference Osram valve guide and ... ~ Valve (vacuum tube) Data Sheets and Application Notes ~ Valve Data Sheets and Application Notes ~. ~ Valve Manufacturers Data sheets ~. 6080. From Mullard Data Book 1968. 6BR7. From Brimar tube manual No.10. Valve & Amplifier Design, Mullard Data Book (1974) | PDF Valve & Amplifier Design, Mullard Data Book (1974) - Free download as PDF File (.pdf) or read online for free. Valve & Amplifier Design @ ValveData, Mullard ... Ford Taurus 3.0L 24v DOHC Intake Manifold Removal 1997 Mercury Sable 3.0L (Ford Taurus) - YouTube 2002 Taurus/Sable Duratec 3.0 Intake Disassembly - YouTube Upper Intake Manifold Removal | Taurus Car Club of America Jul 13, 2008 — I almost remove the UIM completely, but the things that are in the way are accelerator cable and cruise control cables. 00-07 Ford Taurus/Mercury Sable Intake Removal/Sparkplug ... Upper intake removal for 2004 mercury sable v6 DOHC intake manifold replacement Ford Taurus(so easy ... - YouTube Ford 3.5L DOHC Upper Intake manifold removal ... - YouTube help with intake manifold removal? - Ford Taurus Forum Jan 10, 2015 — Can't help you with the "cat claw" part. I usually use a small pry bar with a "V" cut out on each end. Looks like a small crow bar. As to "inch ... How to remove intake manifold on duratec engine on 1999 ... Aug 19, 2008 — Disconnect battery ground cable. Drain engine cooling system. Remove crankcase ventilation tube from valve cover and air cleaner outlet tube. Electromagnetic Field Theory - Zahn Solutions Manual Instructors manual. ELECTROMAGNETIC. FIELD THEORY a problem solving approach. Page 2. Page 3. Instructor's Manual to accompany. ELECTROMAGNETIC FIELD THEORY: A ... Electromagnetic Field Theory Fundamentals 2nd Edition ... Access Electromagnetic Field Theory Fundamentals 2nd Edition solutions now. Our solutions are written by Chegg experts so you can be assured of the highest ... (PDF) Electromagnetic Field Theory Zahn Solutions Manual Electromagnetic Field Theory Zahn Solutions Manual. by Yusuf Zenteno. See Full PDF Download PDF. See Full PDF Download PDF. Loading... Loading Preview. Solutions Manual to Accompany Electromagnetic Field ... This book presents a new, student-oriented perspective on the study of electromagnetic fields. It has been built from the ground up using: clear ... Solutions manual to accompany Electromagnetic field ... Solutions manual to accompany Electromagnetic field theory fundamentals | WorldCat.org. Solutions manual to accompany Electromagnetic field ... Jun 26, 2023 — Solutions manual to accompany Electromagnetic field theory fundamentals ; Publication date: 1998 ; Topics: Electromagnetic fields -- Problems, ... Solutions Manual to Accompany Electromagnetic Field ... Solutions Manual to Accompany Electromagnetic Field Theory Fundamentals. by Bhag S. Guru, Hüseyin R. Hzroglu. Paperback. See All Available Copies. Electromagnetic Field Theory Fundamentals (Complete ... Download Electromagnetic Field Theory Fundamentals (Complete Instructor Resource with Solution Manual, Solutions) book for free from Z-Library. Solutions Manual to Accompany Electromagnetic Field ... This book presents a new, student-oriented perspective on the study of electromagnetic fields. It has been built from the ground up clear explanations of ... Electromagnetic Field Theory Fundamentals Solutions View Homework Help - Electromagnetic

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